

To: Mike Jordan, Selectmen
From: Stu Marckoon
Re: Road Commissioner Job Description
Date: July 30, 2009

Below, please find proposed changes to the job description of the Road Commissioner. Attached is the original job description that was written many years ago, much of which is outdated, and contains at least one incorrect statute reference.

The goal of this change is to clarify the role of the Road Commissioner is largely administrative in nature. The change is not designed to prevent the commissioner from undertaking minor maintenance activities. I look forward to comments.

Road Commissioner

Draft

The Road Commissioner for Lamoine is responsible for coordinating the maintenance for safe passage of all Town roads. Specifically, the Road Commissioner shall:

1. Have charge of the repairs of all highways and bridges within the towns and shall have authority to employ the necessary personnel and equipment and purchase material for the repair of highways and bridges (23 MRSA § 2701 et seq)
2. Periodically inspect the town roads and arrange for removal of loose obstructions to travel and recommend to the Selectmen maintenance activities to ensure safe public travel.
3. Develop the annual road maintenance budget in conjunction with the Administrative Assistant to the Selectmen to be submitted to the Selectmen and Budget Committee.
4. Arrange for budgeted maintenance activities. Prior to the start of the maintenance activity, the Road Commissioner shall submit for final approval the list of such activities to be under taken. The Selectmen will either approve or disapprove of the projects, and decide, in conjunction with the Road Commissioner, the most appropriate way to award and assign activities not undertaken directly by the Road Commissioner.
5. In cases of sudden damage to ways and bridges, the Road Commissioner shall, without delay, arrange for repair. In these emergency cases, prior approval from the Selectmen is not required. However, the Road Commissioner shall file a detailed report with the Administrative Assistant within the next 5 business days after the emergency repair is completed. For this purpose, an emergency is defined as any incident which could immediately endanger life and/or property.

6. When any ways are blocked or encumbered with snow, the Road Commissioner will arrange to have it removed in a manner directed by the Selectmen (as per 23 MRSA § 3201).
7. Arrange for installation, repair and/or replacement all approved signs on the local roads, including all street name signs.
8. Inspect proposed entrances onto local, public roads for compliance with local and state codes and process entrance applications with the Code Enforcement Officer and Addressing Officer
9. Follow policies and procedures for purchases of equipment and labor established by the Board of Selectmen and to suggest changes to such policies that might improve the road maintenance process.
10. If a majority of the Selectmen determine that a condition exists which creates a hazard and renders a way unsafe for motor vehicle traffic, they will give the Road Commissioner written notice of the condition and order him to remedy the situation within 24 hours. If the Road Commissioner fails to act as directed, a majority of the Selectmen may take any steps necessary to eliminate the safety hazard.